

## CHAPTER 5

### DoDDS FACILITIES PROGRAMS

#### A. PURPOSE

This Chapter establishes the policies and procedures between the DoDDS and the Military Departments for school facility maintenance, repair, and minor construction; construction of new school facilities under the MILCON program; leasing of real property facilities; interim or temporary facilities; and facility utilization.

#### B. POLICY

Although the DoDDS has the responsibility for programing, budgeting, and financing school facility requirements, the Military Departments provide for facility safety, security, environmental compliance, and condition inspections; maintenance and repair; and design and construction contracting services. To properly program **DoDDS** facilities projects, major Military Department commands have an obligation to provide the cognizant DoDDS regional directors with troop stationing and related student population projections consistent with the approved Future Years Defense Program. Military major commands have a further responsibility to provide timely notification of mission changes, or other factors, which shall affect school populations. This Chapter outlines specific responsibilities for executing the DoDDS facilities programs.

#### C. RESPONSIBILITIES FOR THE FACILITIES MAINTENANCE, REPAIR, AND MINOR CONSTRUCTION PROGRAMS

##### 1. The Director, **DoDDS**, shall:

- a. Monitor accountability, documentation, and cost control.
- b. Distribute funding authority to the DoDDS regional directors, based on available funds and requirements included in the annual regional budget submission.
- c. Delegate limited project approval authority to the , individual DoDDS regional directors.

d. Provide or obtain approval for maintenance, repair, and minor construction projects that exceed the approval authority of the DoDDS regional directors.

2. The DoDDS regional directors shall:

a. Maintain a 5-year maintenance, repair, and minor construction plan (FYMP) for each school in their regions. Grant exceptions to the requirement for that 5-year plan.

b. Reimburse supporting Military Departments for engineering support in providing maintenance, repair, and minor construction projects approved by school principals within the scope of their authority and the supporting ISA.

c. Delegate limited project approval authority to the individual principals.

d. Review individual projects exceeding the approval authority of the school principal.

e. Develop an annual work plan and maintain records of funded and unfunded projects. Those records shall include project scope of work, engineering approval documentation, and copies of funding documents issued to the servicing military engineers.

f. Inform school principals and supporting Military Department engineers of project funding status, program changes, cancellation of requirements, or changes in project scope.

g. Have authority to fund individual projects up to the following limits:

(1) Five hundred thousand dollars for any maintenance and/or repair project.

(2) Three hundred thousand dollars for minor construction.

Individual projects in excess of those amounts shall be documented on a DD Form 1391, "DoDDS Military Construction Project Data, " and shall be submitted through channels to the Director, DoDDS , for approval.

h. Provide specialized information as to educational facility-related occupational safety, health, and environmental requirements in proposed maintenance, **repair**, and minor construction needs.

3. The school principal shall:
  - a. Develop and maintain a FYMP and an annual work plan, with the supporting Military Department engineers and DoDDS regional officials.
  - b. Act as a site representative for the DoDDS on maintenance, repair, and minor construction facilities projects during both the design and construction phases.
  - c. Review and approve the scope of work for maintenance, repair, and minor construction projects with the supporting Military Department engineers and DoDDS regional officials.
  - d. Provide administrative and funding approval for maintenance, repair, and minor construction projects within the limits of delegated authority.
  - e. Prepare and submit work requests for all identified facilities requirements and maintain a record of status of those work requests.
4. The responsible installation commanders and supporting Military Department engineers or public works officers shall:
  - a. provide design and construction services on a reimbursable basis for all requirements identified and approved for funding by the DoDDS.
  - b. Coordinate with the school principals and the DoDDS regional offices in executing designs and construction projects.
  - c. Provide **design** or construction status reports, when requested by the DoDDS regional office or the school principal.
  - d. Schedule the execution of projects during summer or holiday vacation periods, if possible, to minimize disruption of school activities.
  - e. Review each proposed construction project to ensure that the project is compatible with the installation master plan and complies with all codes and regulations.
  - f. Perform ongoing (minimally, annual) inspections of school facilities to identify necessary facility maintenance and repair requirements and present a report outlining a corrective action program for integration into the **FYMP**.

D. RESPONSIBILITIES FOR THE MILCON PROGRAM

1. The Director, DoDDS, shall:

- a. Establish a 5-year **MILCON** program.
- b. Establish criteria to identify, justify, and prioritize **MILCON** requirements.
- c. Budget and distribute funds for design and construction of **MILCON** projects.
- d. Provide standard design criteria (educational specifications) for projects.
- e. Provide current cost data from the OSD to regional personnel for the timely development of project documents for inclusion in the 5-year **MILCON** programs.

2. The DoDDS regional directors shall:

- a. Identify **MILCON** project requirements.
- b. Complete project documentation to include DD Forms 1390, 1391 and 1391c, "Military Construction," and provide supplemental project data to the Office of Dependents Education. Cost estimates shall be based on regional Military Department engineers current building costs rather than unit costs and area cost factors provided for specific program years by the OSD.
- c. Prepare any supplemental design criteria (educational specifications) for each project.
- d. Review all phases of project design with the military design and construction agents and ensure that a qualified DoDDS representative with delegated authority attends all design meetings.
- e. Exercise final approval authority over all functional requirements of the facility design.
- f. Validate proposed user-requested change orders during the construction phase before the design and construction agent submits such changes for approval and funding by the Director, DoDDS .

3. The responsible installation commanders and Military Department engineers or public works officers shall:

a. Provide dedicated construction sites of adequate size and location that minimize student transportation costs and that are, in all aspects, safe and functionally suitable and environmentally safe for the conduct of an educational program.

b. Certify in writing that proposed sites are legally available and that the necessary host-nation approvals have been obtained and documented before beginning project design.

c. Provide required supporting facilities at the proposed site to include utilities, roads, adequate security, and communications, in accordance with DoD Directive 7150.5 (reference (o)).

d. Provide complete engineering and technical reviews of all phases of project design and coordinate comments with DoDDS functional reviews to ensure that the desired quality product is obtained.

e. Ensure that qualified personnel attend all design review meetings.

**4. MILCON** requirements shall be programed, in accordance with DoD Instruction 7040.4 (reference (p)).

E. RESPONSIBILITIES FOR LEASE OF EXISTING REAL PROPERTY FACILITIES

1. The Director, **DoDDS**, shall:

a. Establish guidelines to determine a method of comparing and/or evaluating leased DoD-operated schools and privately-operated tuition-supported schools.

b. Provide detailed requirements for leased school facilities requirements to the responsible installation commanders or supporting Military Department engineers.

c. Review and approve proposed lease agreements, and renewals, thereof.

d. Reimburse installation commanders for lease costs less the applicable OUF, if any.

e. Approve **DoDDS-funded** facility maintenance and repair , projects beyond the **DoDDS** regional director's level of authority.

2. The responsible installation commanders and Military Department engineers or public works officers shall:

a. Develop specific facility requirements for submission to the responsible U.S. military real estate Agency.

b. Participate in all lease negotiations as required by the responsible U. S. military real estate Agency and ensure that all lease agreements include a statement that the Government reserves the right to inspect and accept and/or reject ~~lessor-~~accomplished work done under the terms and conditions of the lease.

c. Obtain administrative approval from the DoDDS regional director for maintenance, repair, or construction projects for lease facilities.

F. RESPONSIBILITIES FOR INTERIM OR TEMPORARY FACILITIES

1. Interim or temporary facilities may be required for DoDDS activities until such time as the Director, DoDDS, can budget for and complete new school construction under MILCON appropriations allocated for DoDDS projects. Those requirements may result from events such as curriculum expansion, student enrollment growth, or changes in military mission or restationing actions. The use of relocatable buildings to meet interim or temporary requirements is governed by DoD Instruction 4165.56 (reference (q)).

2. On the request for additional space by the school principal, installation commanders shall first determine if adequate school facilities can be provided from existing installation resources before leasing or purchasing additional facilities. If **so**, the installation commander shall provide the facilities for school purposes. If not, the installation commander shall provide a written certification to that effect to the Director, DoDDS, through the DoDDS regional director.

a. Curriculum Expansion and/or Student Enrollment Growth

When interim or temporary facility requirements result from curriculum expansion or student enrollment growth unrelated to military mission or restationing action, the Director, DoDDS, shall provide funding authority to DoDDS regional directors for newly constructed or leased facilities to meet the requirements.

b. Military Mission or Restationing Actions

When interim or temporary facility requirements result from military mission or restationing actions, the Military Department shall provide funding for educational facilities until the Director, DoDDS, can obtain funding for the newly established requirement. On notification, the Director, DoDDS, shall program, within established budgetary timeframes, to assume funding for the interim facilities requirement.

G. FACILITY UTILIZATION

The DoDDS shall utilize any facility constructed with MILCON funds to support the requirements of the dependents schools program, in accordance with DoD Directive 7150.5 (reference (o)).